Group Exercise Registration, Attendance, Cancellation Policies

Registration Policy:
- You must register online or via the app.
- It is on a first come first serve basis as there are class capacities.
- Walk-ins are welcome if there is enough room the day of, or if someone who was registered did not show.
- You can register up to 7 days in advance, and up to 15 minutes before class start time.

Group Exercise Registration Instructions

Create Profile:
To register, you must first create a profile. If you are a student or employee your Drexel One will automatically register your profile. If you are not a student or employee you can make a profile with the following steps:

1. Visit reccenter.drexel.edu
2. Hit "Sign In" in the top right corner
3. At the bottom hit "Sign Up"
4. Enter your name and hit next
5. Enter your account information and hit "create account"
6. You will get instructions to activate your account and once activated you are good to sign in.

Please note, when creating a new profile, you must possess your Member Number which can be found on the back of your Membership Card. You can also access your Member Number by contacting the front desk at (215) 571-3777 or reaching out to Member Services via email at memberships@drexel.edu.

To Register Online:
1. Visit reccenter.drexel.edu
2. Hit "Sign In" in the top right corner
3. Hit "Drexel Connect" and sign in with your Drexel Credentials.
4. Once logged in, you will be directed back to the Member Portal main page, where you will hit "Group Exercise"
5. From there on the left hand side you will be able to select from "On Campus" or "Virtual" offerings
6. You will see a list of class types with a brief summary of the classes
7. Click on one and you will be able to see all of the times and dates that class will be offered within the next 7 days and how many spots are available.
8. Click "Register" and it will take you to the online waiver

9. Click on both gray boxes to then sign your name and save. Once both are signed you will hit "Sign now"
10. This will take you to your cart where you can see what you are about to register for. From here you can "remove" classes, "continue shopping" and register for more classes at the same time, or hit "checkout".
11. Hit "checkout" again
12. You have now successfully registered for class.

To Register on the Drexel Rec App:
1. Go to the app store and download the "Drexel Rec App"
2. Sign in
3. Hit "Group Exercise"
4. You will see the list of both on campus and virtual classes for today's date. You can scroll through the calendar to find a date you are looking for. Once you have found a class you want, click on it.
5. Hit "register" in the top right
6. "Hit Drexel Connect Login" if you are a student or employee and sign in with your Drexel Credentials. If you are not a student or employee hit "local" and sign in with your username and password.
7. You will see the upcoming dates and times for that class and how many spots are available. Hit "register" and it will take you to the online waiver.
8. Click on both gray boxes to then sign your name and save. Once both are signed hit "Sign now".
9. This will take you to your cart where you can see what you are about to register for. From here you can "remove" classes, "continue shopping" and register for more classes at the same time, or hit "checkout".
10. Hit "checkout" again
11. You have now successfully registered for class.

   NOTE: When you select a class type you are interested in, you can add it to your calendar by hitting the exclamation mark "event" in the top right.You can also favorite this class by hitting the star in the top right corner. You will then see more upcoming offerings for this class type below.

   NOTE: Once you are in the main screen of the app, you can hit the three menu lines in the top left corner, then hit notifications, and turn on notifications for group exercise classes. These will send you any notifications about cancellations, changes, or events about group exercise!

How to Cancel:
1. In the member portal you signed into above, click on your profile picture in the top right corner.
2. Hit "Profile"
3. On the left side hit "Program Registrations"
4. All the classes you've registered for will be listed.
5. On the right side of that class click the three vertical dots and hit "cancel registration"
6. Hit "Yes, cancel registration"
7. You have now canceled and taken yourself out of class.

Cancellation Policy
- You can cancel 7 days in advance and up to 1 hour before class time.
- If you know you are not going to make it, please take yourself out of class so you can open a spot for somebody else.
- After three times of failing to attend or cancel class you will be suspended from registering for classes for a period of time.

Attendance Policy
- Once registered you are expected to show up to class 10-15 minutes early to check in and set up for class.
- Classes start ON TIME. If you are not there at the start of class time you are late and will not be allowed in. This is to help ensure the safety of our members as the instructor goes over class, warm up, and so as not to cause a distraction walking in late.
- Failure to show will be marked, and after three no shows registration privileges will be revoked for a period of time.
- Walk-ins are allowed if there is still room at class start time or somebody who was registered did not show.

Feel free to bring water and a towel. If you have any questions or need modifications please ask your instructor. Participants are expected to wipe down and put away all equipment after class. Thank you.

We hope you enjoy our Group Exercise Classes- meet new people, try new classes, and have fun!